

*Yesterday's history;
Tomorrow's a mystery.
Today's a gift —
that's why we call it
the present!*

Taking Charge of Your Time

Presented by



Objectives

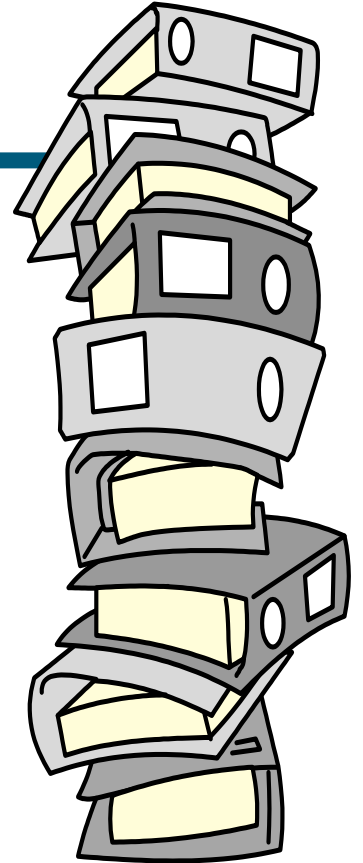


- To increase awareness of your attitude toward time.
- To learn to plan time by setting priorities.
- To identify signs of poor time management.
- To recognize the benefits of time management







Biggest Workplace Pressures

According to the Emotionally Charged Workplace Study (American Management Association), two of the most common workplace frustrations are:

- ❖ More tasks/responsibilities than time to do them
- ❖ People taking up too much time with correspondence/meetings



How Do You Feel About Time?

-  **A stitch in time saves nine.**
-  **Time flies.**
-  **Time is money.**
-  **Why put off until tomorrow what you can do today?**
-  **Make every moment count.**
-  **It seems there's either enough time or money, but never both at once.**

Symptoms of Poor Time Management

- A lack of achievement.
- Deadlines always missed.
- High proportion of time spent socializing at work.
- Excessive amount of time on the telephone.
- Indecisiveness leading to delayed work.
- Constantly interrupting others and being interrupted.



Setting Priorities

- 1. Do my current choices actually reflect my responsibilities**
- 2. How can I clarify what is of greatest importance to my work and have my usage of time reflect these priorities?**



Help for Deciding What Comes Next

- Define responsibilities
- Clarify objectives
- Prioritize activities
- Identify development vs. maintenance activities
- Clarify as needed
- Negotiate deadlines



Enemies of Time Management

- Procrastination

- Clutter



More Roadblocks to Successful Time Management

- Over extending
- Unclear communication
- Perfectionism
- Distractions



Time Management Tips

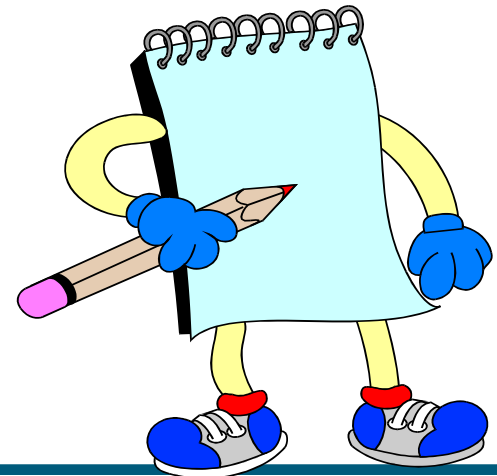


- Learn to say no assertively.
- Plan for rewards after an unpleasant task.
- Plan for change; it's inevitable.
- Finish fully; it's energizing & motivating.
- *Remember:*
Spending one minute planning saves four or five minutes in getting a task done.

ABC Priority System

Develop a list of all the things you have to do and prioritize them.

- A. Tasks that need to be done immediately.**
- B. Tasks that need to be done relatively soon.**
- C. Tasks with no current urgency.**



Take A Minute for Yourself

- Stress Relief
- Self-Talk
- Humor
- Plan fun



Using Time to Your Benefit

- Can create a sense of satisfaction.
- Can help you to balance work and personal life.
- Can reduce stress and improve your health.
- Can improve your career since you will spend more time satisfying internal and external customers.



Putting Time Management to the Test: A Contract for Change

From the training on time management, I want to incorporate the following new ideas into my work day:

1.

2.

3.

Signed _____ Date_____

I will follow up with the above person in one month.

Signed _____ Date_____

Closing

- **Comments/Questions**
- **Wrap up**
- **Evaluations**